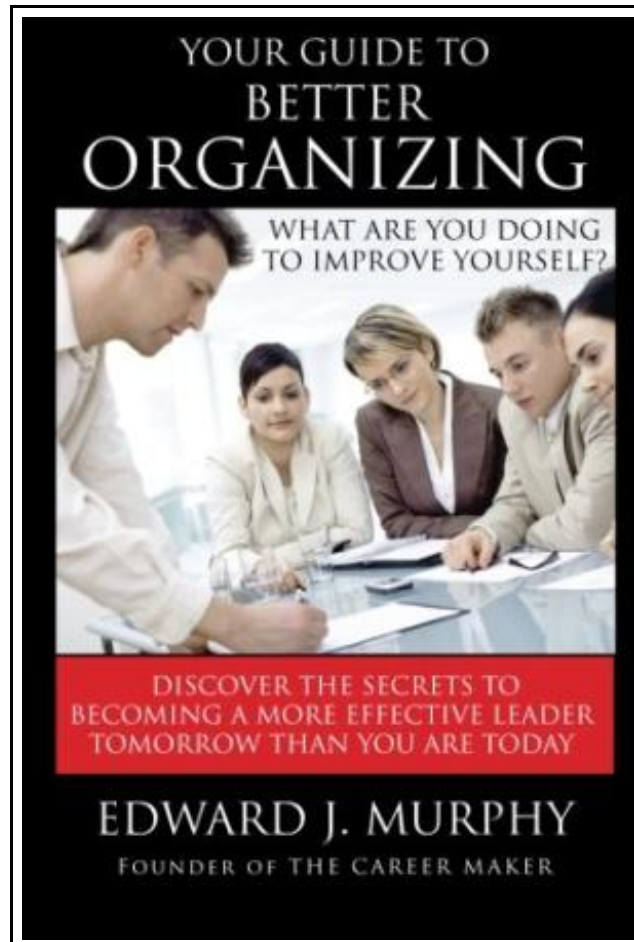


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Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.This book is about Organizing, one of the 10 Core Competency of Effective Leadership, and what it takes to become a more effective Leader and Follower tomorrow than you are today, thus becoming absolutely essential to any employer. In this book you ll find all the tactics, techniques, and tools employers expect you to know, but are not taught anywhere but here. This book will help you enhance your ability to organize, thus increasing your value added to any employer. Here you ll learn the basics of Organizing (includes the 10 things to do when starting a new job/position; what is Span of Control, #2 Person, and Line and Staff; and how to create and manage a schedule); how to track the 5 most important Moving Parts in any business (includes changes, assignments made, assignments received, unresolved issues, and readiness, plus the 12 other things you should also be tracking); how to enhance the transition of new member (includes the value of having a Sponsor for every new person, an in-processing checklist, and the 6 things every new member must know to be effective); how to use the real power of EEC (includes the real power of effectiveness, efficiency, and consistency and their relationship to quality results); what are the 2 most important things to Effective Leaders, how Effective Leaders determine their focus and priorities (includes the 3 things Effective Leaders do to create their focus and priority and how to use the Pareto Principle (the 80/20 Rule)), what is the real enemy of focus and priority and what to do); how to maximize your systems (includes the definition and components of a system, the...



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